

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 03-07				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Water Lab Alliance				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.1, 2.2, 2.3, 2.7, 2.8, 2.15, 3.1.1, 3.1.2, 3.1.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2018 To 07/31/2019				
Comments: In accordance with clause B.1 of the contract, immediate start is hereby approved for this work assignment beginning on August 1, 2018. If the work plan is not approved within 35 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
08/01/2015 To 07/31/2019				0						
This Action:				4,391						
Total:				4,391						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Latisha Mapp <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1390 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Donna Reinhart <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2114 FAX Number:				

PERFORMANCE WORK STATEMENT
CSRA EP-C-15-012
Work Assignment No. 03-07
Period of Performance: 8/1/18-7/31/19

I. ADMINISTRATIVE:

Title: Water Laboratory Alliance

Work Assignment Contracting Officer's Representative (WACOR):

Latisha P. Mapp
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW(MC:4608-T)
MC-4608T
Washington, DC 20460
202-564-1390
Mapp.latisha@epa.gov

Alternate WACOR:

George Gardenier
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW
MC-4608T
Washington, DC 20460
202-566-3333
Gardenier.george@epa.gov

LOE: 4391

Quality Assurance:

Tasks 0, 1, 2A, and 3 in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP) for these tasks.

Task 2B in this Work Assignment (WA) requires quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this task cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0 below.

Purpose:

The purpose of this work assignment is to support the implementation of the Water Laboratory Alliance (WLA) leading towards the sustainability of an alliance of laboratories to support drinking water response across a spectrum of activities including preparedness, response, remediation, and recovery.

To achieve this purpose, the contractor shall perform work under the tasks listed below.

Background:

This work is in response to HSPD-9, which directed EPA to “build upon and expand current monitoring and surveillance programs to:

1. *Develop **robust, comprehensive, and fully coordinated surveillance and monitoring systems...for...water quality** that provide early detection and awareness of disease, pest or poisonous agents.*
2. *Develop **nationwide laboratory networks for...water quality** that integrate Federal and state laboratory resources, are interconnected, and utilize standardized diagnostic protocols and procedures.”*

In response to the first task under HSPD 9, EPA proposed and initiated development of a Contaminant Warning System designated as the Water Security Initiative, now known as the Water Quality Surveillance and Response System (SRS) effort. To address the second major task under HSPD-9, EPA has established the Water Laboratory Alliance. The Water Laboratory Alliance is supported by the WLA-Response Plan which provides both the environmental laboratory and Water Sector with a national plan for analyzing a surge of drinking water and wastewater samples.

The intended audience for this project is the nation’s drinking and wastewater utilities as well as the environmental laboratory sector, which performs analytical services to support them. Specifically, this work assignment is designed to conduct tasks that will support the information sharing, coordination and recovery from drinking water and wastewater contamination events. In addition, it supports the Water Sector being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attacks and other hazards. Examples may include natural disasters, catastrophic events, climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply and wastewater function.

This project supports programmatic needs related to our national all-hazards homeland security responsibilities by supporting the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA’s *Strategic Plan: FY2018-2022* and EPA’s *Homeland Security Strategy (2004)*. Under EPA’s *Strategic Plan*, reference is made to Goal 1 (Core Mission), Objective 1.2 (Provide for Clean and Safe Water). Under EPA’s *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

Other partners and external offices or agencies which should be included in coordination and the nature of their involvement, are the Centers for Disease Control and Prevention (CDC) in order to leverage the CDC’s Laboratory Response Network (LRN) infrastructure. The LRN is a system of State public health departments capable of responding quickly to an emergency event. EPA will continue to work with the U.S. Department of Agriculture (USDA) and Food and Drug Administration (FDA) representatives for the Food Emergency Response Network (FERN), where appropriate, to leverage infrastructure from additional existing laboratory networks to fill remaining gaps. EPA will continue to work with a broad sector of stakeholders including state health laboratories, state drinking water and/or environmental laboratories, drinking water utility representatives, commercial laboratories, and other federal agencies, as appropriate, to discuss the proposed approach for the Water Laboratory Alliance and identify potential enhancements. The WLA is the water component of EPA’s Environmental Response Laboratory Network (ERLN) being led by the Office of Emergency Management (OEM).

II. OBJECTIVE:

The contractor shall support the priorities and requirements of the Water Security Division (WSD) as related to the Water Laboratory Alliance activities. The WA supports EPA's efforts to pursue activities related to supporting analytical needs during drinking water and wastewater contamination events across the US. As such, the objective of this work assignment is to implement the Water Laboratory Alliance (WLA), leading towards the sustainability of an alliance of laboratories to support drinking water response across a spectrum of activities including preparedness, response, remediation, and recovery.

To achieve this objective, the contractor shall be expected to provide technical support to the Environmental Protection Agency's (EPA's) continued development and implementation of the WLA. Contractor support will be required in the following areas:

- Contract Management/WLA Programmatic Support
- Analytical Preparedness -Full-Scale Exercise Toolkit and Exercises
- WLA Webcast Series - Training and Laboratory tool development
- WLA Security Summit

The intended audience for this project is drinking water, wastewater, and stormwater utilities, as well as other parties that support or rely upon the laboratory sector as they begin to understand and consider challenges, adaptation options, and financing for these options to build resilience and increase overall effective utility management.

Partners in WLA related coordination efforts include but are not limited to the following:

- Drinking Water and Wastewater utilities, Associations and Stakeholders
- EPA program offices such as Office of Research and Development, and various other components of Office of Water (e.g., Office of Wastewater Management, Drinking Water Protection Division, and Office of Wetlands, Oceans, and Watersheds)
- Federal Agencies
- EPA Regional offices

This work will be completed commensurate with Sections 2.1, 2.2, 2.3, 2.5, 2.7, 2.8, 2.9, 2.14, 2.15, 2.16, 2.17, 2.18, 2.1-3.1.20, 3.2, 3.3, 3.4, 3.5, 3.6 of the Contract Level PWS. The level of effort estimated for this work assignment is 4391.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 - Work Plan Submission:

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of (a) proposed staff, (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor, and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level Quality Assurance Project Plan (QAPP) or a Project-Specific Quality Assurance Project Plan (PQAPP) is required.

Tasks 0, 1, 2A and 3 in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP) for these tasks.

Task 2B in this WA requires quality assurance (QA). Consistent with the Agency's QA requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on this task cannot proceed until the contractor receives notification of PQAPP approval from the CLCOR via e-mail. The QA requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

The contractor shall provide monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the CLCOR and EPA WACOR if any changes to the collection and analysis of the data is needed and prepare a revised PQAPP accordingly.

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event (e.g., meeting or training). Those costs would include travel of prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs. The EPA WACOR will prepare for approval, internal paperwork for the event and will advise the CO when appropriate signatures have been obtained. The CO will notify the contractor. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1: Water Laboratory Alliance Programmatic Support

The objective of this task is to provide scientific, analytical, training and technical support to facilitate and enhance the programmatic aspects of the WLA. In addition, this task shall support the development and implementation of WLA member services. These services will be measured for success based upon how many WLA members use them and noted efficiency in the sector generated by increased knowledge of the program. Support services can include but are not limited to items such as access documents, help desk support, and creation of communication linkages. Member services will focus upon areas which promote key member benefits such as increased access to analytical methods, established basic ordering agreements for future contractual arrangements and enhanced communication with the laboratory sector.

The contractor shall also be tasked to support collaborations with other federal agencies, water utilities, laboratories and EPA regional personnel as needed to further the mission of the Water Laboratory Alliance Program. Specific activities under this task will be assigned through written technical direction in response to WLA program needs, and shall be within the general scope of this work assignment. Specific items include:

A. Communication and Outreach

- i. Providing support for technical conferences and meetings. Examples include the composition of abstracts (estimated 4), presentations (estimated 10), and speeches (estimated 3).

- ii. Support for up to 4 Member & Liaison Webcasts and 4 Prospective Member Webcast during the option year.
- iii. Member & Liaison Communication: Newsletters and Emails. This may include up to 4 Member & Liaison Newsletters and up to 6 Member & Liaison Emails during the option year.

B. Membership Recruitment

- i. Support for the development and facilitation of a workgroup tasked with developing the outline for the WLA Associate Member category.
- ii. Support for the development of a WLA Associate Membership category to include water utilities and other laboratories that do not meet the established membership criteria for the WLA.

C. Membership Engagement and Retention

- i. Support in developing a plan to assist WLA members and liaisons to present on the benefits of WLA membership at conferences and professional meetings.
- ii. Support for the development of a set of membership incentives to enhance the engagement of new WLA members and liaisons in the laboratory network.

D. Additional Program and Scientific Support to WLA members and to EPA. Following Technical Direction, these activities may include:

- i. Providing biological, chemical and information technology (IT) technical expertise.
- ii. Addressing WLA requests received by the ERLN/WLA Hotmail and email accounts.
- iii. Identifying and recommending revisions to the WLA web-page as needed. This includes making sure that materials posted to the website are up to date and that links are working correctly.
- iv. Providing general support to facilitate coordination between WLA, ERLN, FERN, LRN and other stakeholder associations.
- v. Target and recruit laboratory participation in the WLA to ensure adequate capacity for all analytes on the WSD priority contaminant list.
- vi. Develop a series of technical documents covering or encompassing the topics below:
 - a. General guidelines for participating in the WLA
 - b. Operational procedures for accessing the WLA within the ERLN
 - c. Management tools and/or documents that will be used to track communications and to record interactions between members of the WLA

Task 2: Analytical Preparedness – Laboratory Full Scale Exercises (AP-FSEs)

The objective of this task is to improve laboratory and water utility preparedness for drinking and wastewater contamination incidents for the EPA Regions and their laboratory communities using the AP-FSE. Under this task the contractor shall work with a series of utilities (up to 4) to conduct independent laboratory exercises.

Success will be measured by the ability of the contractor to provide reasonable support leading to the completion of independent laboratory exercises using the AP-FSE toolkit. Specific elements to be measured include the functionality of the toolkit and the degree to which users can follow directions to conduct a self-directed laboratory exercise. Specific activities required to meet this objective include:

A. Technical and logistical support for AP-FSE's

- i. Work with EPA regions, States and others necessary to identify utilities that would serve as exercise controllers
- ii. Support utilities or laboratories serving as exercise controllers (up to 4 during the option year) to assist with them in planning and conducting the exercise

- iii. Provide technical (chemical, biological and radiological) assistance necessary regarding elements of the AP-FSE toolkit in addition to guidance on components within the AP-FSE toolkit.
- iv. Develop documents (3-5 pages) that summarize lessons learned from the use of the AP-FSE Toolkit and the call center
- v. Develop up to 2 new scenarios for inclusion into the AP-FSE

B. Collection of Method Performance Data During AP-FSE's

Performance data for up to two (2) analytical methods may be collected during the AP-FSE's during the option year. Support requested via Technical Direction by the EPA WACOR may include:

- i. Developing Quality Assurance Project Plans (QAPPs) to support the collection of method performance data during the Exercises
- ii. Procuring and shipping reagents, samples and consumable laboratory supplies to laboratories that are collecting method performance data during the AP-FSE's
- iii. Providing technical review of analytical methods to be used for performance data collection during AP-FSE's
- iv. Coordinating practice analyses in advance of the exercises
- v. Reviewing data and preparing related reports
- vi. Other technical and logistical support related to the collection of method performance data during the AP-FSE's

Anticipated Travel

- Up to 4 exercises. Per exercise – up to 3 personnel (2 EPA and 1 contractor) – locations TBD

Task 3: WLA Security Summit

The objective of this task is to develop and facilitate a national meeting for members of the WLA and those who are interested in the Alliance. The Summit will serve as an opportunity for new and prospective members to network and practice elements of the WLA-RP in a table-top format. In addition, the Summit provides an opportunity to exchange ideas and information on new tools developed by the WLA which will aid in response to water contamination incidents. Working with the WACOR and leveraging existing materials, the contractor shall develop a detailed agenda to facilitate a 1.5 day event to be held at a location selected by EPA. The contractor's efforts will fall into the categories below:

- i. Meeting Pre-planning
 - a. Secure the meeting venue and meeting needs (microphones, tables, etc) pre-negotiated and selected by EPA
 - b. Draft meeting agenda and identify speakers
 - c. Outline promotional needs
 - d. Develop a process for participant recruitment and meeting registration
- ii. Meeting Logistics
 - a. Finalize the agenda, venue and associated equipment
 - b. Develop and distribute promotion materials at least (4) months in advance
 - c. Use Eventbrite to open the meeting registration process
 - d. Arrange for travel and participation of up to (5) Subject Matter Experts
- iii. Meeting
 - a. Facilitate meeting check-in
 - b. Facilitate the summit including any breakout sessions
 - c. Provide general meeting support
 - d. Develop a mechanism to evaluate the meeting and obtain feedback
 - e. Develop a process to offer CEUs for the meeting

- iv. Meeting Closing
 - a. Develop a follow up email following technical directions by the WACOR to meeting participants
 - b. Develop a (2-4) page meeting report that would summarize the meeting and capture any important points.
 - c. Distribute meeting certificates

Special Reporting:

The contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

Meetings, Conference, Training Events, Award Ceremonies and Receptions:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000.00 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those cost would include travel of both prime and consultant personnel, planning and facilitation costs (including all outlaying preparation cost), AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval of the internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. The CO will notify the contractor. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Travel

The contractor shall anticipate up to three (3) contractor trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this WA.

Anticipated Travel

- August 2018–Technical support, Location TBD (1 personnel)
- October/November 2018 – Technical support, Location TBD (1 personnel)
- March/April 2019 – Technical support, Location TBD (4 personnel)

IV. SCHEDULE OF DELIVERABLES:

Specific deliverables, by Task, are detailed in the table below. All work will be determined by written technical direction.

This work requires experience in the development and manipulation of basic geospatial datasets, map layer, geodatabases and ESRI map application templates. It is necessary for the contractor to have familiarity with EPA's Geoplatform, or a similar platform at another federal agency or department.

V. SCHEDULE/DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA (Tentative)
Task 0: Workplan Submission, QA and Monthly Progress Reports		
	Workplan, budget, and QA supplemental (AP-FSE)	According to contract.
	Monthly progress reports	Monthly, 20 th day of each month.
Task 1: WLA Programmatic Support		
Task 1A: Communication and Outreach		
1A.i: Support for EPA Abstracts, Posters/Presentations and In-Person Outreach		
	Support for Abstracts	To Be Determined by written technical direction
	Support for Posters or Conference Presentations	To be determined by written technical direction
1A.iii: Member and Liaison Communications: Emails and Newsletters		
	Up to 4 Member and Liaison Newsletters per year	October 31, 2018 January 31, 2019 April 30, 2019 July 31, 2019
	Up to 6 Member and Liaison Emails per year Up to 4 Member and Liaison webcasts per year	September 30, 2018 November 30, 2018 February 28, 2019 March 31, 2019 May 31, 2019 June 30, 2019
Task 1B: Membership Recruitment		
1B.i WLA Associate Member Category		
	Develop and facilitate a workgroup to outline the WLA Associate member's category and benefits of associate membership	To be determined by written technical direction
	Create a list of potential candidates for "associate membership" in the WLA	To be determined by written technical direction
	Create a list of potential benefits of "associate membership" in the WLA	To be determined by written technical direction
Task 1C: Membership Engagement and Retention		
1C.i: Support for Members and Liaisons to present on the WLA at professional meetings		
	PPT slides for incorporation into Prospective Member & Liaison webcasts	To be determined by written technical direction
	Text to include in WLA Outreach Newsletters and Emails	To be determined by written technical direction
1C.ii: Development of a set of membership incentives to increase member retention		
	List of potential membership incentives	October 31, 2018
Task 1D: Additional Scientific and Program Support to EPA and WLA Members		
	Ad hoc additional program support requested by EPA WACOR	To be determined by written technical direction
Task 2: Analytical Preparedness Full-Scale Exercises		
Task 2A: Analytical Preparedness Full-Scale Exercise Toolkit Scenario Development		

	Recruit water utilities and laboratories to participate in the planned exercises	October 1, 2018
	Consult with EPA WAM to develop new Scenarios for insertion into the AP-FSE toolkit	October 1, 2018
	Draft Scenario	November 15, 2018
	Revised draft Scenario based upon EPA technical direction	December 31, 2018
	Revised final revisions based on TAPP and WSD Management Feedback	February 28, 2019
	Finalized and develop the Scenario to the EPA	March 31, 2019
	List of potential utilities/labs to act as Exercise Controllers	September 30, 2018
	Planning call summaries, as requested	1 week after each planning call
	Compiled Contractor notes from the AP-FSE's	2 weeks after each exercise
	Additional exercise planning and logistical deliverables, as requested	To be determined by written technical direction
Task 2B: Analytical Support (Chemical and Microbiological)		
	Ad hoc support for method reviews or other chemical or microbiological support requested by EPA	To be determined by written technical direction
	QAPP(s) for collecting method performance data during Full-Scale Exercises	To be determined by written technical direction
Task 3: WLA Security Summit		
Pre-planning		
	Secure the meeting venue and associated equipment pre-negotiated and selected by EPA. Retain meeting locations, draft meeting agenda/identify speakers, outline promotional needs and develop process for participant recruitment and meeting registration using Eventbrite	To be determined by written technical direction
Meeting Logistics		
	Finalize meeting agenda, venue and associated equipment. Develop and distribute promotional materials at least (4) months in advance of the meeting. Using Eventbrite open the meeting registration.	To be determined by written technical direction
Meeting		
	Facilitate the meeting check-in process for the entire security summit including any breakout sessions and provide general meeting support	To be determined by written technical direction
Meeting Closing		
	Develop a follow up email after receiving technical directions by EPA and develop a 2-4 page meeting report that would summarize the meeting and capture any important points.	To be determined by written technical direction

V. MISCELLANEOUS:

Software Application Files and Accessibility:

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Regarding FITARA, online publications of maps will leverage EPA's GeoPlatform technical architecture, hardware and software, to the fullest extent possible for public search and discovery. Quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>. All geospatial metadata will, as required by OMB, be published in EPA's Environmental Data Gateway which serves Data.gov, see: <https://edg.epa.gov/metadata/catalog/main/home.page>

Preferred text format:	MS Word 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred technology:	ESRI ArcGIS Desktop 10.4 or higher

The EPA WACOR shall identify which of delivered products will require 508 compliance.

VI. TRAVEL

The contractor shall anticipate up to eight (8) contractor trips and seven (7) SME trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this WA and support advancement of the work under Tasks 2 and 3 as well as the EPA's Mission to ensure protection of human health and the environment.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CLCOR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. TECHNICAL DIRECTION

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the CO and the CLCOR.

XI. QUALITY ASSURANCE SURVEILLANCE PLAN:

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan (Attachment 4 of the contract) regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

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Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2018 To 07/31/2019				
Comments: The purpose of this amendment 1 to CSRA (EP-C-15-012) WA 03-07 is to raise the CPFF NTE ceiling to \$450,000.										
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Work Assignment Manager Name Latisha Mapp							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1390			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Donna Reinhart							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2114			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 03-08				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Emergency Response				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.1, 2.3, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2018 To 07/31/2019				
Comments: In accordance with clause B.1 of the contract, immediate start is hereby approved for this work assignment beginning on August 1, 2018. If the work plan is not approved within 35 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund						Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
08/01/2015 To 07/31/2019				0						
This Action:				2,610						
Total:				2,610						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Brian Pickard <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-0827 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Donna Reinhart <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2114 FAX Number:				

PERFORMANCE WORK STATEMENT

Work Assignment #03-08

CSRA EP-C-15-012

Performance Period 8/1/18-7/31/19

I. ADMINISTRATIVE

A. Title: Emergency Preparedness, Response and Recovery

B. Work Assignment Contract

Officer's Representative (WACOR):

Brian Pickard

Office of Ground Water and Drinking
Water (OGWDW)

1200 Pennsylvania Ave, NW (MC:4608T)

Washington, DC 20460

202-564-0827

202-564-0055 (fax)

Alternate WACOR:

Kevin Tingley

Office of Ground Water and Drinking Water
(OGWDW)

1200 Pennsylvania Ave, NW (MC: 4608T)

Washington, DC 20460

202-564-4619

202-564- 0055(fax)

C. Quality Assurance:

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

D. Background

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to undertake several activities to increase the security and readiness of the Nation's drinking water supplies against terrorist attacks. One key objective for EPA set out by the Act is to review methods and means by which terrorists could disrupt the supply of safe drinking water or take actions against water infrastructure.

EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's

critical infrastructure and key responders' abilities to detect and monitor environmental threats.” The tasks included in this work assignment support EPA’s efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or man-made incident.

The work that will be conducted under this work assignment is a continuation of work conducted in previous years. To date, a number of accomplishments have been achieved, including support for emergency response exercises and development of a flood and drought resilience and mitigation trainings. As requested, support materials from this work will be provided by the EPA WACOR to the Contractor.

II. OBJECTIVE

Under this work assignment, the contractor shall provide support to the Environmental Protection Agency’s efforts to protect the nation’s water infrastructure. The nation’s water infrastructure is subject to threats from various entities, as well as natural disasters, and preparedness information, training, and insight will provide support toward improved response to threats and incidents.

Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its efforts to: enhance and promote national emergency preparedness, disaster response, and mutual aid and assistance for public and private water and wastewater utilities, states and federal partners on a national level; and develop national response exercises and activities related to these and other infrastructure threats and incidents.

To achieve this purpose, the contractor shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools, and procedures to aid in emergency preparedness, response and recovery; and shall track and coordinate efforts, drills, exercises and threats related to water security. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility response networks to support and promote national emergency preparedness. Other requirements related to infrastructure analysis, strategic planning, tracking and measuring progress, mission priorities, communications, and emergency options for energy, communications, or transportation sectors may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: provide feedback on the needs of utilities and review information provided for dissemination;
- State and local governments/associations: provide feedback on the activities for state and local agencies including primacy agencies and emergency management agencies;
- Department of Homeland Security: the organizers and lead agency for the development of national exercises;
- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;

- National Emergency Management Agency: administers the Emergency Management Assistance Compact (EMAC); and
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's Strategic Plan: 2011 to 2015 and EPA's Homeland Security Strategy (2004). Under EPA's Strategic Plan, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's Homeland Security Strategy, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards' approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

PWS Paragraphs: 2.1, 2.3, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18

LOE: 2610 hours

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Support for Federal and State Agency Coordination and Emergency Response Exercises for the Water Sector

PWS Section: 2.3 Support Preparedness Planning, Threat Identification, and Emergency Response Effort; 2.18 Sector-Specific Agency Responsibilities and National Infrastructure Protection Plan Implementation

The contractor shall provide support to EPA in the following efforts:

Subtask 1a. State Emergency Response Exercise for the Water Sector.

The contractor shall continue to provide support for development and execution of the Montana state emergency response tabletop exercise for the water sector, building on planning activities conducted in the previous period of performance.

Stakeholders involved include EPA HQ (Office of Water, Office of Emergency Management), the Department of Health and Human Services (HHS), the Water Laboratory Alliance, one or more WARN networks, EPA Regional Water Teams, EPA On-Scene Coordinators, US Army Corps of Engineers (HQ and Districts), FEMA (HQ and Regions), State and Tribal primacy, permitting authority, and emergency management agencies, water and wastewater associations, Water ISAC and water and wastewater utilities. Issues to explore are to be determined, but may include any of the following: disaster declaration; preliminary damage assessment; activation of local or state mutual aid and assistance such as WARN, EMAC and Regional capabilities; national level reporting; resource management, request for assistance, mission assignment, and subtasking procedures; sampling and laboratory analysis; Incident Command System structures; data management; and cross-sector interdependencies.

The contractor shall perform the following activities and develop the associated deliverables, as directed:

1. Work with EPA to identify Exercise Design Team members
2. Develop background materials for review by the Exercise Design Team
3. Provide guidance to the Exercise Design Team on exercise options
4. Facilitate and take notes at Exercise Design Team meetings (including two 2-3 hour meetings and 3-4 additional 1 hour meetings)
 - a. Deliverable: meeting notes for Exercise Design Team calls
5. Develop exercise materials including information sheets, briefings, timelines, situation manuals, exercise plans, and job aids
 - a. Deliverable: Situation Manual for State Exercise
 - b. Deliverable: Exercise Fact Sheet
6. Facilitate the exercises and conduct the Hot Washes
7. Develop After Action Reports for exercise participants
 - a. Deliverable: Exercise After Action Report

For estimating purposes, it is anticipated that the State Exercise will require one trip for up to two (2) contractor staff lasting up to three days. The contractor should assume that the exercise will be conducted in a TBD state in the Midwest.

Exercise Follow-up

The contractor shall also provide support, as needed, to the state planning team. Support could include the following:

1. Convening the Exercise Design Team for a "where are we now" meeting
 - a. Deliverable: Meeting notes for Design Team meeting
2. Working with the Exercise Design Team to determine which actions from their Improvement Planning Matrix remain to be addressed and develop plans for addressing them.
3. Leveraging the latest fact sheets and consolidating lists of resources that can help the states accomplish their action items. Resources cover topics such as power requirements, temporary water systems, and a checklist for utilities to use when coordinating with their local Emergency Management Agencies.
4. Leveraging materials from Fed FUNDS, helping state agencies develop or refine existing water sector-specific Damage Assessment forms
5. Helping state agencies to develop or refine existing pre-identified resource requests/FEMA Action Request Forms

Subtask 1b. National Level Exercise and Federal Agency Coordination Support

The contractor shall support EPA involvement in the DHS-sponsored National Level Exercise 2017, as directed by the WACOR. The contractor shall be prepared to provide support for meeting notes (up to two meetings) and review of the scenario and water-related injects.

The contractor shall also be prepared to provide the following support for Federal agency coordination:

1. Support meetings/conference calls with federal stakeholders, including FEMA and Department of Energy (DOE), and other Water Sector partners on areas related to ESF implementation (e.g., Standard Operating Procedures [SOPs]) and improving situational awareness among Federal agencies during disasters
2. Supporting development of one ESF #3 training session for USACE
3. Support review of DHS-EPA Joint Water Sector Response Tabletop Exercise materials, as directed by the WACOR.

For estimating purposes: The contractor should estimate providing notes on up to two 1-hour conference calls with federal stakeholders and development of summary notes. The ESF #3 training session would involve development and delivery of a PowerPoint presentation of approximately 30 minutes. The contractor should assume one review of up to two DHS-EPA Tabletop Exercise documents, such as a Situation Manual or Master Scenario Event List.

No travel is expected for this subtask.

Subtask 1c. Water Teams

The 10 EPA Regions have developed teams of volunteers prepared to deploy when needed to support the needs of a state affected by a major disaster, under ESF #3 or another authority.

During this period of performance, the contractor shall support continued development of regional water teams by providing, as directed, the following types of support:

1. Support of quarterly Water Teams Conference calls, including agenda development, note taking, and tracking of action items.
2. Up to two Water Team web casts on topics to be determined.
3. Continued development of Water Team Training Toolbox. The Toolbox serves as a customizable resource for Water Teams to conduct refresher training on subjects such as deployment, ICS/NIMS principals, reporting requirements, health and safety considerations, federal funding practices, and the Public Assistance program. Most of the toolbox contents will be provided by the Regional Water Teams; some training materials may need to be developed by the contractor.

For estimating purposes: Web cast presentations will be between 20-30 slides in length – contractors will not be responsible for presenting. Summary of water team capabilities will be 3-5 pages.

No travel is anticipated for this subtask.

Subtask 1d. ASDWA Security Committee and Additional Association Support

The contractor will provide support to EPA in working with the ASDWA Security Committee to develop products to increase the level of preparedness among State primacy agencies. Possible products include a fact sheet, a webinar, a journal article, or an Agency policy letter (to state/local EOCs). The contractor should assume a level of effort associated with development of one journal article and one webinar.

The contractor shall consult with EPA to identify an additional association (e.g.; International Association of Emergency Managers, National Governors Association, National Association of Clean Water Agencies) with whom to partner regarding the importance of water sector representation in local and State EOCs. Based on these collaborations, the contractor should assume a level of effort associated with development of either one journal article or one webinar.

No travel is anticipated for this subtask.

Task 2: Support for Recovery and Resilience

PWS Section: 2.2 Tool and Guidance Development, Dissemination and/or Training; 2.5 System Vulnerability Information Development and Maintenance

The contractor shall provide additional support to EPA in the following efforts:

Subtask 2a. Outreach for Flood Resilience Guide

The contractor shall continue to support development and execution of the flood resilience training for Florida, as initiated in the previous period of performance.

The contractor shall also provide support by conducting up to four (4) additional on-site training workshops on the Flood Resilience Guide at locations still to be determined. Support includes updating draft train-the-trainer materials for each selected state and rural water representative and arranging logistics for the workshops. The contractor shall connect and assemble evaluation information on the trainings. The contractor shall assume that one contractor will co-present the training with trainers from the state rural water association.

For estimating purposes, it is anticipated that each training will require one contractor staff to take one trip of up to two days each. Exact training dates may change based on discussions with the TM and state points of contact.

The contractor shall also assist EPA in conducting two 1-hour webinars on flood preparedness.

Subtask 2b. Fed FUNDS Updates and Maintenance

The contractor shall update the Fed FUNDS tool with revised or new information to ensure that water/wastewater utilities have the most current information, as directed by the WACOR. Most changes are expected to be minor, and may include adding a Policy Clarifications Document, updating resiliency/mitigation definitions and State Revolving Fund information, etc.

Subtask 2c. Support on National Disaster Recovery Framework (NDRF)

There have been several activations of the NDRF over the last couple years. During an activation, EPA may request that the contractor provide some minor support which may include attending and providing logistical support for up to two meetings, and reviewing up to two recovery documents.

No travel is anticipated for this subtask.

Subtask 2d. Hazard Mitigation and Power Outage Workshops for Water and Wastewater Utilities in Puerto Rico

The islands of Puerto Rico (PR) and the U.S. Virgin Islands were devastated by Hurricanes Irma and Maria. Many federal agencies, including EPA, remain involved in response operations as the islands re-establish the electrical grid and water/wastewater treatment and distribution systems. At the same time, FEMA has initiated recovery operations on the islands. WSD has been coordinating with EPA Region 2, FEMA, USDA, USACE, and many others on the recovery.

The contractor shall continue to support EPA in conducting “Hazard Mitigation and Power Outage Workshops for Water and Wastewater Utilities” in Puerto Rico for Puerto Rico Aqueduct and Sewer Authority (PRASA) systems, as initiated in the previous period of performance. The contractor should continue to assume conducting 2 workshops over the course of a weeklong visit to PR, as outlined during the previous period of performance.

In addition, the contractor shall support EPA in conducting a second series of Hazard Mitigation and Power Outage Workshops, but this time targeting Non-PRASA water systems. The

workshops would include attendance by officials at water/wastewater systems who are responsible for rebuilding for long term system recovery, incorporating mitigation measures against future disasters, and obtaining funding for disaster resilience projects. Other attendees would include local mitigation planners, state hazard mitigation officer, local/community leaders, floodplain managers, state primacy agency representatives (PRDOH), power company (PREPA), FEMA Mitigation Advisor in PR, staff from EPA Region 2 Water Programs and Caribbean Environmental Protection Department, various funding agencies (e.g., FEMA, USDA, EPA), and EPA Headquarters WSD staff. The workshops may involve presentations, facilitated discussions, active small group activities, and the use of two EPA tools: *Hazard Mitigation for Natural Disasters: A Starter Guide for Water and Wastewater Utilities*, and the *Power Resilience Guide*.

The workshop would be focused on non-PRASA systems at an appropriate central location. It may also involve a technical site visit at one of the non-PRASA systems, and would include RCAP and Rural Water staff currently assisting these systems.

This effort will be coordinated with FEMA's overall hazard mitigation activities as part of disaster recovery of infrastructures. In preparation for the workshops, WSD has already coordinated with the FEMA Mitigation Advisor for PR recovery.

The contractor shall have the following responsibilities:

- Participate and take notes for conference calls with EPA HQ/R2 and other partner agencies.
- Assist EPA with logistical details, including registration and speakers for the workshops and site visits.
- Develop or adapt previous EPA presentations for target audience.
- Provide staff who have experience with non-PRASA utilities, past EPA mitigation projects, power resilience, funding for water/wastewater systems, and potentially have Spanish language skills.
- Attend one week-long trip to Puerto Rico and contribute expertise to workshops and site visits including brainstorming on hazard mitigation projects.
- Write a summary of the effort, which includes conclusions and mitigation projects from the workshops and site visits.

One week-long trip for two consultants is anticipated for this subtask.

Task 3: WARN Chairs Meeting Support

PWS Section: 2.3 Support Preparedness Planning, Threat Identification, and Emergency Response Effort.

The contractor shall assist in the planning of the 2018 WARN Chairs Annual Meeting. In addition, one (1) contractor will be on location to take meeting notes, which will later be developed into a meeting summary. For estimating purposes, the contractor shall assume the following steps in planning the meeting:

- Development of meeting materials:

- Create an event logistics sheet and sign-in sheet for participants
- Support EPA or AWWA with registration
- Take thorough notes throughout the meeting
- Development of post-workshop materials: develop a final Meeting Summary to distribute to participants.

Travel will be required for the meeting for one (1) contractor staff and up to forty (40) SME's to make one overnight trip. For some SME's travel logistics may require a second night of lodging, which will be considered on a case by case basis. Only travel costs will be included for SME's. SME's include WARN Chairs from each participating state, or a designated state representative. These trips will be treated as cost reimbursable.

Task 4: Drought Response and Recovery

PWS Section: 2.2 Tool and Guidance Development, Dissemination and/or Training

The contractor shall assist EPA in development and execution of a drought workshop for water utilities. The workshops will feature EPA's interactive Drought Response and Resilience Guide, currently being developed by WSD, as a foundation to relay general lessons learned from six drought-impacted water utilities located in geographically diverse areas of the country. This Guide overview is expected to cover the morning session of the workshop. The afternoon session of the workshop will focus on drought issues of importance for the state or region of the country, which may include water loss tools, partnership best practices, etc.

The contractor shall leverage existing materials, such as agenda and PowerPoint presentations, developed under previous periods of performance.

Outputs of the workshop shall include a workshop summary report detailing discussions and activities, as well workshop facilitator materials, such as instructions and notes. Additional outputs may be identified during project scoping discussions between EPA and the contractor.

For estimating purposes, it is anticipated that the workshop will be conducted in a western or mid-western state, potentially involving EPA Regions 6, 7, 8, 9 or 10. It is anticipated that workshop support will require up to three contractor staff to make one trip of two days to the workshop location.

Task 5: Support for ER Factsheet Updates and Team Activities

PWS Section: 2.1 Protection/Security Practices

The contractor shall provide support to EPA in the following efforts:

Subtask 5a.

Support for updates to ER fact sheets, as directed by the WACOR. Contractor support shall consist of addressing review comments and preparation of a formatted, 508-compliant version of the revised fact sheet. The contractor shall assume revision of up to two (2) ER-related fact sheets in this period of performance.

Subtask 5b.

Support for an annual ER team planning meeting. The meeting is to discuss a broad range of ER activities, including those in the ER CIPAC and strategic roadmap reports and future ER-related work. For cost estimating purposes, the contractor should assume a 1-day workshop, including agenda, supporting materials development and one draft meeting summary.

No contractor travel is anticipated.

Task 6: Support for Community Based Water Resiliency Tool Update

PWS Section: 2.2. Tool and Guidance Development, Dissemination and/or Training

The contractor shall continue efforts from the previous period of performance to support updates to the Community Based Water Resiliency (CBWR) Tool, as directed by the WACOR, to ensure the materials and resources within the tool are most relevant and up-to-date.

IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA On or about CALENDAR DATE
Task 0: Work Plan Submission		
	Work plan, budget, and QA supplemental	According to Contract
	Progress and financial reports	Monthly
	Develop Action Plan based on WAM instructions of final dates	Within 10 days of Work Plan approval
Task 1		
1a	Meeting notes for State Exercise Design Team calls (3)	NLT one week after meeting date
1a	Situation Manual for State Exercise	NLT 45 days after initial Design team call
1a	Exercise Fact Sheet	NLT 45 days after initial Design team call
1a	Exercise Invitation	NLT 30 days prior to event
1a	Exercise after Action Report	NLT 30 days after completion of exercise
1b	Notes from meetings with federal stakeholders (2 calls)	NLT 15 days following event
1b	ESF #3 training presentation	NLT 30 days following technical direction, or as established by WACOR
1b	Comments on DHS-EPA Emergency Response Tabletop Exercise (2 reviews)	NLT 15 days after receiving exercise
1c	Notes from Water Teams calls	NLT 5 days following call

1c	Water Team Web Cast presentations (2 webcasts)	NLT 15 days following technical direction, or as established by WACOR
1c	Water Teams Training Toolbox Revisions	NLT 15 days following technical direction, or as established by WACOR
1d	Journal article/webinar with ASDWA	NLT 30 days following technical direction, or as established by WACOR
1d	Journal article/webinar with additional water association	NLT 30 days following technical direction, or as established by WACOR
Task 2		
2a	Flood Resilience Guide Workshops (4 TBD locations)	To be established by written technical direction
2b	Updated Information on Fed FUNDS website	NLT 30 days following technical direction, or as established by WACOR
2c	Meeting Support (2 meeting notes) and Materials Review (2 documents) for National Disaster Recovery Framework	NLT 5 days following call or receiving review materials
2d	Hazard Mitigation and Power Outage Workshops (2) in TBD locations in Puerto Rico for non-PRASA systems	To be established by written technical direction
2d	Summary report of conclusions and mitigation projects	NLT 15 days following conclusion of workshops
Task 3		
3	1 meeting: Meeting planning materials - Event logistics and sign-in sheet Draft Final Post-meeting materials - Meeting Notes Draft Final	Meeting held in Atlanta, Georgia on October 28, 2018. Any changes to the date shall be determined by the COR. Draft – 4 weeks prior to event Final – 2 weeks prior to event Draft – 4 weeks after the event Final – 6 weeks after the event
Task 4		
4	Planning Documents and Materials for Drought and Water Loss Workshops	To be established by written technical direction

	• Workshop outline; Training materials	
4	Drought and Water Loss Workshop Summary Report and Facilitator Materials, such as Instructions and Notes	To be established by written technical direction
Task 5		
5a	Up to two revised ER Factsheets, as directed by WACOR.	NLT 30 days following technical direction, or as established by WACOR
5b	Support for ER team meeting <ul style="list-style-type: none"> - Meeting materials - Meeting Notes 	NLT 10 days before event NLT one week after meeting date
Task 6		
6a	CBWR Tool Update	NLT 30 days following technical direction, or as established by WACOR
6b	Ensure CBWR Tool Update is 508 Compliant	NLT 15 days following technical direction, or as established by WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

VIII. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

IX. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract Quality Assurance Surveillance Plan included as Attachment 4 to the contract, regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 03-08				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Emergency Response				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.1, 2.3, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2018 To 07/31/2019					
Comments: The purpose of this amendment 1 to CSRA (EP-C-15-012) WA 03-08 is to add two new tasks: Task 7 (Earthquake Resilience Workshops) and Task 8 (Water Sector Emergency Response Functional Exercise.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Brian Pickard							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-0827			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Donna Reinhart							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2114			
							FAX Number:			

PERFORMANCE WORK STATEMENT

Work Assignment #03-08

CSRA EP-C-15-012

Performance Period 8/1/18-7/31/19

AMENDED TO ADD NEW TASKS 7 (Earthquake Resilience Workshops) and 8 (Water Sector Emergency Response Functional Exercise)

I. ADMINISTRATIVE

A. Title: Emergency Preparedness, Response and Recovery

B. Work Assignment Contract

Officer's Representative (WACOR):

Brian Pickard

Office of Ground Water and Drinking
Water (OGWDW)

1200 Pennsylvania Ave, NW (MC:4608T)

Washington, DC 20460

202-564-0827

202-564-0055 (fax)

Alternate WACOR:

Kevin Tingley

Office of Ground Water and Drinking Water
(OGWDW)

1200 Pennsylvania Ave, NW (MC: 4608T)

Washington, DC 20460

202-564-4619

202-564- 0055(fax)

C. Quality Assurance:

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

D. Background

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to undertake several activities to increase the security and readiness of the Nation's drinking water supplies against terrorist attacks. One key objective for EPA set out by the Act is to review methods and means by which terrorists could disrupt the supply of safe drinking water or take actions against water infrastructure.

EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those

responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's critical infrastructure and key responders' abilities to detect and monitor environmental threats." The tasks included in this work assignment support EPA's efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or man-made incident.

The work that will be conducted under this work assignment is a continuation of work conducted in previous years. To date, a number of accomplishments have been achieved, including support for emergency response exercises and development of a flood and drought resilience and mitigation trainings. As requested, support materials from this work will be provided by the EPA WACOR to the Contractor.

II. OBJECTIVE

Under this work assignment, the contractor shall provide support to the Environmental Protection Agency's efforts to protect the nation's water infrastructure. The nation's water infrastructure is subject to threats from various entities, as well as natural disasters, and preparedness information, training, and insight will provide support toward improved response to threats and incidents.

Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its efforts to: enhance and promote national emergency preparedness, disaster response, and mutual aid and assistance for public and private water and wastewater utilities, states and federal partners on a national level; and develop national response exercises and activities related to these and other infrastructure threats and incidents.

To achieve this purpose, the contractor shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools, and procedures to aid in emergency preparedness, response and recovery; and shall track and coordinate efforts, drills, exercises and threats related to water security. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility response networks to support and promote national emergency preparedness. Other requirements related to infrastructure analysis, strategic planning, tracking and measuring progress, mission priorities, communications, and emergency options for energy, communications, or transportation sectors may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: provide feedback on the needs of utilities and review information provided for dissemination;
- State and local governments/associations: provide feedback on the activities for state and local agencies including primacy agencies and emergency management agencies;
- Department of Homeland Security: the organizers and lead agency for the development of national exercises;

- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;
- National Emergency Management Agency: administers the Emergency Management Assistance Compact (EMAC); and
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's Strategic Plan: 2011 to 2015 and EPA's Homeland Security Strategy (2004). Under EPA's Strategic Plan, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's Homeland Security Strategy, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

PWS Paragraphs: 2.1, 2.3, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18

LOE: Additional 1,310 hours for Tasks 0, 7 and 8 to existing 2,610 WA hours

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a revised work plan that describes how the new Task 5 will be carried out. The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports.

Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Support for Federal and State Agency Coordination and Emergency Response Exercises for the Water Sector

PWS Section: 2.3 Support Preparedness Planning, Threat Identification, and Emergency Response Effort; 2.18 Sector-Specific Agency Responsibilities and National Infrastructure Protection Plan Implementation

No change.

Task 2: Support for Recovery and Resilience

PWS Section: 2.2 Tool and Guidance Development, Dissemination and/or Training; 2.5 System Vulnerability Information Development and Maintenance

No change.

Task 3: WARN Chairs Meeting Support

PWS Section: 2.3 Support Preparedness Planning, Threat Identification, and Emergency Response Effort.

No change.

Task 4: Drought Response and Recovery

PWS Section: 2.2 Tool and Guidance Development, Dissemination and/or Training

No change.

Task 5: Support for ER Factsheet Updates and Team Activities

PWS Section: 2.1 Protection/Security Practices

No change.

Task 6: Support for Community Based Water Resiliency Tool Update

PWS Section: 2.2. Tool and Guidance Development, Dissemination and/or Training

No change.

Task 7: Earthquake Resilience Workshops

PWS Section: 2.3 Support Preparedness Planning, Threat Identification, and Emergency Response Effort

The contractor shall help EPA prepare for and conduct two Earthquake Resilience Workshops. The contractor shall assist EPA in assembling a planning team and conducting approximately 5

planning meetings via conference call. The contractor shall help EPA with development of any presentation materials and will be responsible for logistics of the workshop including bringing printed materials, maintaining registration site and on-site registration, developing registration flyer, helping to set up the facility, potentially facilitating the workshop, and analyzing the evaluation forms. A short follow-up summary of the workshop shall also be required.

For estimating purposes, it is anticipated that one workshop will be conducted in Charleston, South Carolina and another in southern California. It is anticipated that workshop support will require up to two contractor staff to make one trip of two days to each workshop location.

The contractor shall also assist EPA with the development and execution of a webinar series on Earthquake Resilience. Two webinars, each approximately 1 hour, are envisioned. The contractor shall facilitate the webinar and provide the webinar platform. The contractor shall also maintain a registration site, develop a webinar flyer, and develop the capability for the webinar to ask questions of the participants. The contractor shall also explore the possibility of providing CEU credits for the webinar and an electronic evaluation form.

Task 8: Water Sector Emergency Response Functional Exercise

PWS Section: 2.3 Support Preparedness Planning, Threat Identification, and Emergency Response Effort

The goal of this task is to test the ability of water sector stakeholders in a to-be-determined state (tentatively Nebraska) to work collaboratively and effectively to respond to a disaster impacting a large number of utilities.

WSD has sponsored numerous state tabletop exercises since 2009. In each of these, stakeholders included EPA HQ (Office of Water, Office of Emergency Management), one or more WARN networks, EPA Regional Water Teams, EPA On-Scene Coordinators, US Army Corps of Engineers (HQ and Districts), FEMA (HQ and Regions), State and Tribal primacy, permitting authority, and emergency management agencies, water and wastewater associations, and water and wastewater utilities. Issues explored vary, but have included: disaster declaration; preliminary damage assessment; activation of local or state mutual aid and assistance such as WARN, EMAC and Regional capabilities; national level reporting; resource management, request for assistance, mission assignment, and subtasking procedures; sampling and laboratory analysis; Incident Command System structures; data management; and cross-sector interdependencies.

Although exploration of these issues through a facilitated discussion can be enormously helpful, states and the Water Sector can also benefit from participating in a ‘functional exercise’, a more action-based event. In a functional exercise, participants are led through a facilitated process that tests existing plans, protocols and procedures. It is not enough for participants to say what they would do; they are required to actually take the action, whether it is to make contact with a representative of another agency, collect information on utility operating status, draft a public notice, use a request tracking database, or any one of a number of other activities.

By participating in a functional exercise, participants will discover whether they are truly prepared to conduct response activities, or if there are gaps in plans, resources, or understanding that could be addressed through improvement planning.

Task 8a: Exercise Planning Team Discussions

To assist in guiding the project, the contractor will help EPA set up and manage an Exercise Planning Team (EPT). This EPT, composed of 5-7 members, will work together to determine the overall objectives for the exercise, choose a date and venue, develop a scenario consistent with the objectives, and perform other activities as needed to plan the exercise. Members of the EPT could include State Emergency Managers, State Primacy Agencies, State WARN, water associations, EPA HQ and Regional staff, water/wastewater utility owners/operators, and others. The contractor will facilitate a number of meetings and calls with the EPT, including a kick-off meeting, an Initial Planning Conference, a Mid-term Planning Conference, and periodic hour-long conference calls. The contractor will draft notes from these meetings giving particular attention to decisions made and follow-up actions.

Travel may be required for one onsite planning meeting in the state selected with the EPT. The contractor should assume one trip to Nebraska for two contractors over two days for this task.

Task 8b: Development of Exercise Materials

The contractor shall help EPA to develop exercise materials. These will include an exercise flyer, an invitation, support to a registration website developed by EPA, a list of exercise injects, a Situation Manual/Participant Guide, and an After Action Report (AAR). The contractor should assume an average of two rounds of comment for each deliverable; one by the COR, and a second by members of the EPT.

Task 8c: Conduct Exercise

The contractor will lead and facilitate a functional exercise consisting of approximately 50-75 representatives of various water stakeholder organizations. Exercise facilitation could include plenary as well as breakout sessions, use of computers, telephones and other pieces of IT equipment, and group report-outs, as appropriate depending on the final objectives and the wishes of the EPT. The contractor should not anticipate the need for exercise participants to go off-site during the exercise. The exercise should be planned so that it is completed within one regular working day (maximum of 10 hours). The location is TBD, Nebraska (tentative).

Travel will be required to conduct the State Functional Exercise. The contractor should assume one trip to Nebraska for two contractors over three days for this task.

Task 8d: Improvement Planning

Within 2 months of the finalization of the AAR (Task 9b) the contractor will facilitate a teleconference discussion with the EPT on improvement recommendations from the AAR. EPT

members will be encouraged to complete an action planning matrix with details on 4-10 prospective initiatives.

IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA On or about CALENDAR DATE
Task 0: Work Plan Submission		
	Work plan, budget, and QA supplemental	According to Contract
	Progress and financial reports	Monthly
	Develop Action Plan based on WAM instructions of final dates	Within 10 days of Work Plan approval
Task 1		
1a	Meeting notes for State Exercise Design Team calls (3)	NLT one week after meeting date
1a	Situation Manual for State Exercise	NLT 45 days after initial Design team call
1a	Exercise Fact Sheet	NLT 45 days after initial Design team call
1a	Exercise Invitation	NLT 30 days prior to event
1a	Exercise after Action Report	NLT 30 days after completion of exercise
1b	Notes from meetings with federal stakeholders (2 calls)	NLT 15 days following event
1b	ESF #3 training presentation	NLT 30 days following technical direction, or as established by WACOR
1b	Comments on DHS-EPA Emergency Response Tabletop Exercise (2 reviews)	NLT 15 days after receiving exercise
1c	Notes from Water Teams calls	NLT 5 days following call
1c	Water Team Web Cast presentations (2 webcasts)	NLT 15 days following technical direction, or as established by WACOR
1c	Water Teams Training Toolbox Revisions	NLT 15 days following technical direction, or as established by WACOR
1d	Journal article/webinar with ASDWA	NLT 30 days following technical direction, or as established by WACOR
1d	Journal article/webinar with additional water association	NLT 30 days following technical direction, or as established by WACOR

Task 2		
2a	Flood Resilience Guide Workshops (4 TBD locations)	To be established by written technical direction
2b	Updated Information on Fed FUNDS website	NLT 30 days following technical direction, or as established by WACOR
2c	Meeting Support (2 meeting notes) and Materials Review (2 documents) for National Disaster Recovery Framework	NLT 5 days following call or receiving review materials
2d	Hazard Mitigation and Power Outage Workshops (2) in TBD locations in Puerto Rico for non-PRASA systems	To be established by written technical direction
2d	Summary report of conclusions and mitigation projects	NLT 15 days following conclusion of workshops
Task 3		
3	1 meeting: Meeting planning materials - Event logistics and sign-in sheet Draft Final Post-meeting materials - Meeting Notes Draft Final	Meeting held in Atlanta, Georgia on October 28, 2018. Any changes to the date shall be determined by the COR. Draft – 4 weeks prior to event Final – 2 weeks prior to event Draft – 4 weeks after the event Final – 6 weeks after the event
Task 4		
4	Planning Documents and Materials for Drought and Water Loss Workshops • Workshop outline; Training materials	To be established by written technical direction
4	Drought and Water Loss Workshop Summary Report and Facilitator Materials, such as Instructions and Notes	To be established by written technical direction
Task 5		
5a	Up to two revised ER Factsheets, as directed by WACOR.	NLT 30 days following technical direction, or as established by WACOR
5b	Support for ER team meeting - Meeting materials - Meeting Notes	NLT 10 days before event

		NLT one week after meeting date
Task 6		
6a	CBWR Tool Update	NLT 30 days following technical direction, or as established by WACOR
6b	Ensure CBWR Tool Update is 508 Compliant	NLT 15 days following technical direction, or as established by WACOR
Task 7		
7	Planning Documents and Materials for Earthquake Resilience Workshops (Workshop outline; flyer, registration)	To be established by written technical direction
7	Planning Materials for Earthquake Resilience Webinar Series (flyer, registration)	To be established by written technical direction
Task 8		
8a	Exercise Planning Team Discussion notes (10)	Within two weeks of each meeting
8b	Exercise Flyer	2 weeks after Initial Planning Conference or as determined by WACOR
8b	Exercise Invitation	As determined by WACOR
8b	Exercise Registration Page	At least three months before scheduled exercise or as determined by WACOR
8b	List of Exercise Injects	At least six weeks before scheduled exercise or as determined by WACOR
8b	SitMan/Participant Guide	First draft, date of Mid-term Planning Conference. Final draft, at least two weeks before scheduled exercise or as determined by WACOR
8b	After Action Report	One month after exercise or as determined by WACOR
8d	Improvement Planning notes	Two weeks after improvement planning call or as determined by WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

VIII. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

IX. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract Quality Assurance Surveillance Plan included as Attachment 4 to the contract, regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 03-08				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2020			Title of Work Assignment/SF Site Name				
			Base Option Period Number 4			Emergency Response				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.1, 2.3, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2018 To 07/31/2019					
Comments: The purpose of this amendment 2 to CSRA (EP-C-15-012) WA 03-08 is to increase the NTE CPFF ceiling to the full approved total of the work plan at \$526,188.09.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
08/01/2015 To 07/31/2020										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Brian Pickard							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-0827			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Donna Reinhart							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2114			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 03-10				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Environ resp Lab Network (ERLN)				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 2.11, 2.13					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2018 To 07/31/2019				
Comments: WA has official approval to proceed. 3 condit specific to software supprt. WA can only provide O&M, minor enhancements & tech support to current software (Task 2 & 4). Any signif moderniztn to software must have SIO approval prior to dvpmnt. If dvpmnt is approved, scope must be supported by an existing FITARA contract										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
08/01/2015 To 07/31/2019				0						
This Action:				1,600						
Total:				1,600						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Ahmed Hafez						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1944				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Donna Reinhart						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2114				
						FAX Number:				

**WORK ASSIGNMENT (WA)
PERFORMANCE WORK STATEMENT (PWS)**

Contract No. EP-C-15-012

Work Assignment: WA-03-10

WACOR:

Name:	Ahmed Hafez
Branch:	Field Operations Branch
Division:	CBRNe Consequence Management Advisory Division (CMAD)
Office:	Office of Emergency Management (OEM)
Phone:	202-564-1944
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Street Address:	1200 Pennsylvania Ave, NW
City, State, Zip:	Washington, DC 20460

Alt WACOR:

Name:	David Bright
Branch:	Field Operations Branch
Division:	CBRNe Consequence Management Advisory Division (CMAD)
Office:	Office of Emergency Management (OEM)
Phone:	913-551-7897
FAX:	N/A
E-mail:	bright.david@epa.gov
Mail code:	N/A
Street Address:	11201 Renner Blvd.
City, State, Zip:	Lenexa, KS 66219

LOE: 1600 hours

Period of Performance: August 1, 2018 to July 31, 2019

Title: Environmental Response Laboratory Network (ERLN)

PWS Sections: 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 2.11, 2.13, 2.15, 3.1.4

I. PURPOSE:

The purpose of this work assignment (WA) is to provide support to EPA's Office of Emergency Management (OEM) in managing the Environmental Response Laboratory Network (ERLN) of environmental testing laboratories in the United States. EPA established the broad ERLN in 2009, and contract support under contract EP-C-12-012, Work Assignment 14 has supported it. The intent of this

current WA is to manage laboratory testing needs to support responses resulting from an environmental incident, ranging from threats to human health and the environment from a release or potential release of hazardous substances/materials and oil to a nationally significant incident, such as a naturally occurring event (hurricane or tornado) or a major terrorist attack releasing extremely hazardous chemicals, biological agents, or radiological/nuclear agents. The contractor will play a role in supporting further development and update of this network and associated tools, as well as providing continuing management support for the long term sustainability of the network.

This work assignment also supports the maintenance and enhancement of the Compendium of Environmental Testing Laboratories (Laboratory Compendium), which is a web-based tool that enables users of laboratory services to provide and update individual laboratory profiles and to identify laboratories with appropriate analytical capabilities to respond to environmental incidents. Users include EPA, states, other federal agencies, and water utilities. EPA maintains the Laboratory Compendium within the EPA IT infrastructure and may be accessed at <https://cfext.epa.gov/cetl/>. It also supports the maintenance and enhancement of the Web-based Electronic Data Review (WebEDR) tool, which performs automated review of analytical data delivered via compatible electronic data deliverables (EDDs). Laboratories may perform self-inspections of a project's analytical data, and reviewers may review data against specific project measurement quality objectives. Users include ERLN members, non-ERLN members on a case-by-case basis, EPA, states, water utilities and commercial/private laboratories.

OEM has developed various project and work plans to define the scope of laboratory response-related activities and issues. This work assignment will build upon the prior work to fully assess and develop laboratory capacity and capabilities for water, air, soil, and surfaces to stay compatible and in parallel with other Agency projects. This work assignment will include efforts toward the enhancement and maintenance of the web-based Laboratory Compendium tool, a repository for ERLN-related data.

- This WA can only provide O&M, minor enhancements and technical support to the current software (Task 2 & 4).
- Any significant modernization to (Task 2 & 4) software must have SIO approval prior to development.
- In the event development is approved, the scope must be supported by an existing FITARA contract providing IT/IM services and cannot be performed by this contract vehicle.

The work to be performed under this work assignment will provide support in the following areas, and will continue the work begun under previous contracts and work assignments on this contract:

Task 0 - Work Plan, Administration, and Management

Task 1 - Data Collection (non-Measurements) & Verification of Existing Laboratory Support Capabilities of ERLN and Prospective ERLN Compendium Laboratories

Task 2- Maintain and Enhance Web-based Laboratory Compendium's Functionality and Capability to Add New Laboratories

Task 3 - Prepare Technical Position Documents on Laboratory Issues

Task 4 - Enhance Electronic Data Deliverables and Web-Based Electronic Data Review Tool and Function

Task 5 – Organize and Support Stakeholder Meetings

Task 6 - Support to ERLN During an EPA Emergency Response Activity or Exercise

Task 7 – Develop EPA Enterprise Interface in Laboratory Compendium

II. BACKGROUND:

EPA's Office of Emergency Management (OEM) serves as the National Program Manager for emergency responses and removal actions conducted under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), response actions conducted in the inland zone under the Oil Pollution Act (OPA), response actions under Emergency Support Function (ESF) 10 of the National Response Framework and other authorities, as appropriate. As part of the process for OEM to meet its mission-related needs, EPA created and now operates and maintains the ERLN.

The ERLN is a network of environmental laboratories (approximately 145 labs) containing a diverse nature of testing capabilities and capacity. The ERLN is available to support a variety of response actions, including CERCLA removals, OPA responses, and nationally significant incidents, such as Hurricane Katrina, the Japan earthquake/tsunami-Fukushima foreign nuclear incident, a terrorist event involving weapons of mass introduction, etc., and it will also support training and exercises. The ERLN is available to support the needs of environmental incidents regardless of the matrix. The Office of Radiation and Indoor Air (ORIA) leads the radiological component of the ERLN and will meet the Office of Air and Radiation's needs under its various authorities. ORIA has coordinated with OEM staff to develop radioanalytical capability and capacity to meet EPA's needs. The ERLN's water component, the Water Laboratory Alliance (WLA), supported by WA 00-09 on this contract, will meet the Office of Water's (OW) needs under its various authorities, such as the Clean Water Act, Safe Drinking Water Act, National Pollutant Discharge Elimination System (NPDES) activities, and other wastewater discharge activities. The Office of Groundwater and Drinking Water's Water Security Division has teamed with OEM's staff to ensure sufficient water testing laboratory (including certified drinking water labs and water utility labs) capability and capacity are incorporated into the ERLN via the WLA. EPA's Office of Research Development provides analytical method development support for OEM's, ORIA's and OW's authorities. The mission of the ERLN is to provide testing services of environmental matrices (water, soil, air, and surfaces). However, an impetus for testing of non-water matrices is to ensure contaminants are not allowed to migrate into surface water and drinking water sources.

III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All direction under this WA will be provided as written technical direction from the WACOR or Alternate WACOR, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Data Collection (non-Measurements) & Verification of Existing Laboratory Support Capabilities of ERLN and Prospective ERLN Compendium Laboratories

The Laboratory Compendium is a living data base requiring updates whenever new laboratories apply for membership or there are potential user enhancement modifications for future use.

In this task, the contractor shall:

Provide user support for Laboratory Compendium data entry interface including orienting new users (for cost estimates, assume 1-2 new users per year), supporting system administrators, and contacting current laboratories to update existing information. Users are federal, state, and water utilities who are registered and approved for data access and who have an appropriate entry password. EPA approves users of the Laboratory Compendium through established Standard

Operating Procedures. A list of approved users is included within the database. This support also includes continuing to provide data entry services for hard copy information summaries.

Provide additional data collection support as required to support OEM. For example, laboratory tabletop exercises (TTX) and Full Scale Exercises (FSE) demonstrating a simulated event, or Agency directed information searches may be required, in which case, technical direction will be issued. If those requests change the cost of the work assignment, OEM will prepare an amendment.

Collect new ERLN membership application information from EPA's Office of Acquisition Management (OAM). For cost estimates, assume up to 5 membership applications. Compare the application to the ERLN membership criteria submitted by OEM, and provide summary report and applicant score to OEM.

Deliverable:

Updated Laboratory Compendium tool efforts shall be initiated upon receipt of TD requesting update. A summary report, listing any changes made to the web-based Laboratory Compendium tool shall be delivered to the WACOR. Scoring and reporting of new ERLN membership applications shall be submitted to OEM within 30 days of receipt of application from OAM.

Due Dates:

Summary of Laboratory Compendium updates shall be delivered 30 days from receipt of Technical Direction requesting Laboratory Compendium updates.

Task 2 – Maintain and Enhance Web-Based Laboratory Compendium's Functionality and Capability to Add New Laboratories

The contractor shall perform the following tasks:

Assist OEM in identifying new Laboratory Compendium users (for cost analysis assume that potentially up to one to two (1-2) new users' groups) as well as expanding Laboratory Compendium capabilities in order to accommodate the evolving needs of various user communities. This assistance includes identifying data needs of stakeholders and possible areas to maximize and adapt Laboratory Compendium capabilities.

Deliverable:

All requests through Task 2 shall be made through Technical Direction. Deliverables shall be in the form of draft charts and summary and detailed data reports. Required due dates of each deliverable will be noted in the TD.

Task 3 - Prepare Technical Position Documents on Laboratory Issues

The Contractor shall perform the following tasks:

Draft Position Papers (for cost estimate purposes, assume one (1) position papers) **as requested by written Technical Direction**, that discuss short-, medium-, and long-term recommendations to address identified gaps in laboratory capacity, capabilities, and operations. These documents may be in the form of white papers, summary reports, Quality Assurance Project Plans (QAPPs), outreach plans for facilitating inter-laboratory coordination and information exchange, technical approach plans for coordination of laboratory response activities, etc.

Provide assistance and support to OEM in developing ad hoc informational reports (for cost estimates, assume two (2) reports) used to develop materials for EPA management regarding data contained in the Laboratory Compendium, recommended activities and improvements to EPA's environmental laboratory support as well as other laboratory-related issues.

Deliverable:

All requests through Task 3 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

Task 4 – Maintain and Enhance Electronic Data Deliverables (EDD) and Web-based Electronic Data Review (WebEDR) tool

In this task, the Contractor shall perform the following tasks:

Maintain WebEDR tool to accommodate any changes made to current readable EDDs.

Participate in meetings (**for cost estimate purposes, assume local travel of 2 trips needing support of three (3) contractors**) set up by the EPA WACOR to establish further data delivery needs of the ERLN. This support may consist of meetings designed to expand the elements of the current Type 1 and Type 2 level EDD or to develop a single EDD incorporating the Type 1 and 2 formats with the formats used by other offices within EPA, e.g., EPA's Office of Superfund Remediation and Technical Innovation (OSRTI) Staged Electronic Data Deliverable (SEDD) format, SCRIBE, etc., or other agency EDD formats

Provide technical support including documentation, training sessions, and Help Desk support for the ERLN data users and EPA-designated personnel to generate compliant EDD files to properly use ADR tool (for cost estimate purposes assume 5 instances of providing technical support). Prepare monthly progress reports documenting the technical support activities provided via Help Desk phone system, or other assisting mechanism such as virtual meeting/fora, or web-based information pages. Help desk support should be based upon usage during normal government operating hours.

(Note: The Help Desk function for this contract is a buy-in to the existing Sample Management Operations (SMO) Help Desk provided to EPA's OSRTI. No further set-up of equipment or extra services is required).

Arrange and/or conduct ERLN EDD and/or WebEDR training sessions via WEBINAR broadcasts (**for cost estimates, assume two (2) WEBINAR broadcasts**) for EPA and EPA-designated personnel as directed by the USEPA WACOR. Prepare training presentation materials, as needed, in draft for EPA review, prior to finalizing.

Coordinate with EPA staff through the EPA WACOR to determine feasibility of replacing WebEDR with EXES or MyEXES as the ERLN electronic data review and delivery tool. Demonstrate that viable EDDs can be produced from current Laboratory Information Management Systems (LIMS). Identify EDD structural and technical issues of using EXES or MyEXES tools.

Deliverable:

All requests through Task 4 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

Task 5 - Organize and Support Stakeholder Meetings

The contractor shall:

Support ERLN stakeholder meetings by gathering data and drafting reports necessary for meeting preparation, and preparing concise action items or summary and detailed reports from the stakeholder meetings. Stakeholders include EPA, states, and other federal agency participants in maintaining and operating the ERLN.

Deliverable:

All requests through Task 5 shall be made through written Technical Direction. Deliverables shall be in the form of draft written reports, charts, and summary and detailed data reports. Required due dates of each deliverable will be noted in the TD. The contractor shall develop and deliver the draft reports via e-mail to the EPA WACOR, who will review, revise if necessary, and distribute to appropriate recipients.

Task 6: Support to ERLN During an EPA Emergency Response Activity or Exercise

The Contractor shall perform the following tasks:

Search Laboratory Compendium to obtain information related to laboratory capability and/or capacity. Information may include, but is not limited to, the number of laboratories with a specific capability or capacity, the location of laboratories within a specified geographic location, the name and point of contact of specific laboratories with specified capability and capacity, etc.

Coordinate with EPA WACOR and EPA on-site field staff (e.g. OSC, RPM, etc) to determine and compile accurate list of site analytical needs and requirements (e.g. analytical method required, special sample processing, sample delivery schedules, data turnaround times, etc.).

Draft Analytical Service Request (ASR) with site requirements. Submit ASR to appropriate group of ERLN laboratories, as determined via TD from WACOR for the purpose of seeking bids from the labs.

Track the number of samples that are being analyzed by ERLN laboratories during a response and make recommendation as to the availability of the laboratories to receive further samples.

For the purpose of estimating costs associated with this task, the contractor can assume that one (1) exercise will be conducted requiring participation of six EPA ERLN assets (i.e., laboratories) per exercise.

Deliverable:

All requests through Task 6 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD according to the previously described Tier system.

Task 7 – Develop EPA Enterprise Interface in Laboratory Compendium

The contractor shall perform the following tasks:

Assist OEM in developing, testing and implementing an EPA Lab Enterprise interface/user view to the Laboratory Compendium. This assistance involves all “user characteristics,” including synchronizing the current EPA view to have similar characteristics if/when required.

Manage data entry to populate new values for data administration tables, including laboratory type, personnel, special services and analytical capabilities. Manage data entry to populate previous data from removed EPA laboratories to facilitate responses and render data management processes more efficient. Update existing schema via modifying existing tables and adding tables to accommodate more specific information needs. These modifications and/or additions will enable collection of data regarding facility ownership (associating an entity to a facility where there may be many laboratories within a single facility) and type of space within a facility.

Develop new “landing” page for EPA Enterprise users. Develop a compiled enterprise report to download from new landing page.

Deliverable:

All requests through Task 7 shall be made through written Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

V. SCHEDULE/DELIVERABLES

All work assigned under this WA with the exception of Tasks 0 and 1, shall be assigned through written Technical Directives (TD). TDs shall include specific reports, graphs, information, etc. needed for specific tasks, and shall also include the required delivery data of such report, etc.

The Contractor shall notify the EPA WACOR, EPA CL COR, and EPA CO when 75% of the LOE within the work assignment will be expended.

The Contractor shall obtain approval for all travel, in writing, by the EPA WACOR and CLCOR per contract requirements before any travel commences.

VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)
Financial Reports
Project Specific reports, minutes, summaries, etc., as directed through TD

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. And the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher

Preferred graphics format: Each graphic is an individual GIF file
Preferred portable format: Adobe Acrobat, version 6.0

The WACOR shall identify which of delivered products will require 508 compliance.

QUALITY ASSURANCE SURVEILLANCE PLAN
for WSD's Mission Support
Quality Assurance Surveillance Plan

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described in Attachment 4 of the contract. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.